

अण्डमान तथा
Andaman And



निकोबार राजपत्र
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

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No. 87, Port Blair, Tuesday, May 7, 2013

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
मत्स्य निदेशालय/DIRECTORATE OF FISHERIES

NOTIFICATION

Port Blair, dated the 7th May, 2013

No. 87/2013/F.No. 2-70/2012-Est/DF.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs, Notification No. 14/3/60-ANL dated 11th April, 1960 and in supersession of all previous Notifications issued in this regard, the Lt. Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' post of Multi Tasking Staff borne in the Establishment of Fisheries Department of Andaman and Nicobar Administration, namely:-

1. Short Title and Commencement :

- (i) These rules may be called the Andaman and Nicobar Administration (Group 'C' post of Multi Tasking Staff in the Fisheries Department) (Amendment) Rules, 2013.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification, Pay Band and Grade Pay :

The number of posts, classification, Pay Band and Scale of Pay attached thereto shall be as specified in Sl. No. 2 to 4 of the Schedule annexed to.

3. The Method of Recruitment, Age limit, Qualification etc. :

The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in Sl. No. 5 to 14 of the Schedule aforesaid.

4. Disqualification : No person –

- a) who has entered into or contracted a marriage with a person having a spouse living ; or
 - b) who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post :

Provided that the Lt. Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to Relax :

Where the Lt. Governor (Administrator), Andaman and Nicobar Islands, is of opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving :

Nothing in these rules shall affect reservation, relaxation regarding age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. Gen. (Retd.) Bhopinder Singh

Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lt. Governor,
Andaman and Nicobar Islands.

Sd./-

(J. Chandrashekar)

Director of Fisheries

SCHEDULE TO RR

| | | |
|----|---|---|
| 1. | Name of post | Multi Tasking Staff |
| 2. | No. of post | 24 (Twenty four)* 2013 *(Subject to variation depend on workload) |
| 3. | Classification | General Central Services Group 'C' Non-Gazetted/ Non-Ministerial |
| 4. | Pay Band/Grade Pay/Scale of Pay | PB-1 ` 5200-20200 GP `1800 |
| 5. | Whether selection post or non-selection post ? | Not applicable |
| 6. | Age limit for direct recruits | 18-33 for male 18-38 for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt. from time to time) Note : The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange |
| 7. | Educational and other qualifications required for direct recruits | Essential : Must have passed Secondary School Examination (Xth Std.) from a recognized Board/Institute Desirable : (a) Training in Basic and refresher courses in Home Guard and Civil Defence (b) Ability to ride Bicycle (c) Ability to stitch Files/Records and its maintenance |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ? | Not applicable |

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|-----|---|---|
| 9. | Period of probation, if any | 2 (Two) years |
| 10. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancy to be filled by various methods | 100% by direct recruitment |
| 11. | In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |
| 12. | If a DPC exists, what is its composition ? | Group 'C' DPC (for considering case of Confirmation) consisting of : 1. Director of Fisheries, A&N Admn. — Chairman 2. Zonal Director, Fishery Survey of India, Port Blair — Member 3. Asstt. Director of (Agr.), SA, Port Blair — Member |
| 13. | Circumstances in which UPSC is to be consulted in making recruitment | Not applicable |
| 14. | Job description | Attached as Annexure to the Schedule |

Annexure to Schedule**JOB DESCRIPTION FOR THE POST OF "MULTI TASKING STAFF"**

- Physical Maintenance of records of the Section.
- General cleanliness and upkeep of the Section/Office.
- Carrying of files and other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Section/Office.
- Assistant in routine office work like Diary, Despatch etc. including on Computer.
- Delievery of Dak (outside the building).
- Watch & Ward duties.
- Opening & closing of rooms.
- Cleaning of rooms.
- Dusting of furniture etc.
- Cleaning of building, fixtures etc.
- Work related to his ITI qualifications, if it exists.
- Driving of vehicles, if in possession of valid driving license.
- Upkeep of parks, lawns, potted plants etc.
- To assist the store staff for issuance of stationery and other materials, equipments, furniture etc. from the firms and to stack in the store properly.
- To assist the store staff for issuance of stationeries and other materials to different section on the basis of proper indent.
- To assist in shifting furniture and equipments from one place to another in the office as directed by his Office-in-Charge.
- To assist the store staff in keeping unserviceable furniture/equipment, stores in the proper manner at appropriate place.
- Any other work assigned by the superior authority.